

FSIS DIRECTIVE

7010.4

Rev. 3

5-31-91

PREPARATION AND SUBMISSION OF REVISED FSIS FORM 7010-4, MEAT AND POULTRY PROCESSING OPERATIONS AND PROCESSED PRODUCTS CONDEMNED AT OFFICIAL ESTABLISHMENTS

I. PURPOSE

This directive provides instructions for completing and submitting revised FSIS Form 7010-4, Meat and Poultry Processing Operations and Processed Products Condemned at Official Establishments, dated 6/90. Additionally, this directive lists all previous forms used in reporting the total number of pounds of finished meat and poultry products prepared at each official establishment and the number of pounds of processed meat and poultry products condemned upon re-inspection and destroyed at each official establishment.

II. CANCELLATION

FSIS Directive 7010.4, Revision 2, dated 11/14/90.

III. REASON FOR REISSUANCE

This directive has been revised to list all forms that FSIS Form 7010-4, dated 6/90, replaces, to provide additional information to inspectors for completing FSIS Form 7010-4, and to correct the address of the Data Services Center.

IV. REFERENCES

MPI Regulations, Section 320.6 and 381.180.

DISTRIBUTION: Inspection Offices; T/A Inspectors;
Plant Mgt; T/A Plant Mgt; TRA; ABB; PRD; AID

OPI: S&T/PPID

V. FORMS

Revised FSIS Form 7010-4, Meat and Poultry Processing Operations and Processed Products Condemned at Official Establishments, dated 6/90, made obsolete and replaced the FSIS forms listed below. Additionally, as of the date of this directive, all existing stocks of the forms listed below should be destroyed.

<u>Form Number</u>	<u>Title</u>
FSIS Form 7010-1, Dated 9/88.	Meat and Poultry Processing Operations at Official Establishments
FSIS Form 7010-1, Dated 7/86 (formerly MP Form 404)	Processing Operations at Official Establishments
FSIS Form 7010-4, Dated 4/89	Meat and Poultry Food Processed Products Condemned on Reinspection and Destroyed
FSIS Form 7010-4, Dated 8/86 (formerly MP Form 407)	Meat and Meat Food Products Condemned on Reinspection and Destroyed
FSIS Form 6510-6, Dated 2/87 (formerly MP Form 536).	Monthly Report of Inspected Poultry

VI. POLICY

FSIS Form 7010-4 is used to report the total number of pounds of finished meat and poultry products prepared at each official establishment and the number of pounds of processed meat and poultry products condemned upon reinspection and destroyed at each official establishment four times a year. The information obtained is entered into the FSIS automated processing inspection data file as well as being used to produce management reports and statistical summaries on processing inspection activities of the Agency.

VII. DEFINITIONS

- A. Reporting Period. The period of time into which the year is divided for purposes of reporting the total production and total condemnation of finished meat and poultry products. For reporting purposes, products containing both meat and poultry will be classified based on the inspection legend on the product (i.e., if predominately meat, under meat). The reporting period dates are as follows:

<u>Period</u>	<u>Dates</u>	<u>Report Due</u>
1 st	October 1 – December 31	January 21
2 nd	January 1 – March 30	April 21
3 rd	April 1 – June 30	July 21
4 th	July 1 – September 30	October 21

Note: When a report due date falls on a holiday or nonworkday, submission of the respective report may take place on the appropriate full work day before or after the impacting holiday or nonworkday.

B. Finished Product. A meat or poultry product ready to move into distribution for consumption. Includes products that may undergo further preparation by the retail or food service industry, but does not include products continuing to another official establishment for further processing. For reporting purposes, products that are shipped to ID warehouses, or products shipped for the purpose of relabeling, will be recorded only by the producing establishment. Also included in this process would be products shipped in bulk to smaller establishments for repackaging and resale. This would include such products as a corn dog which does not affect the integrity of the hot dog.

C. Total Pounds of Production. A total weight for meat products and a total weight for poultry products, produced at the official establishment during the reporting period.

D. Total Pounds of Processed Products Condemned. A total weight for meat processed products, and a total weight for poultry processed products, condemned on reinspection and destroyed.

VIII. RESPONSIBILITIES AND PROCEDURES FOR COMPLETING FORM

A. FSIS Form 7010-4 is to be completed in triplicate. One copy is for the Data Services Center (DSC), Des Moines, the second is for the Inspector in Charge (IIC), and the third is for the official establishment.

B. Responsibilities of the Establishment

1. All of Part "A." of Form 7010-4, must be completed by Official Establishment (Company representative) as per instructions in Attachment 1 of this directive.
2. Return the completed form, in triplicate, to the IIC within 15 working days of the end of the reporting period.

C. Responsibility of the Inspector

1. Furnish a blank FSIS Form 7010-4 to the official establishment for completion at the end of each reporting period.
2. Receive the form, completed by the establishment, within 15 days.
3. Keep daily tally of condemnations for completing Part B of FSIS Form 7010-4. Only use FSIS Form 7010-4 to report on a quarterly basis the combined daily totals, and discard the daily condemnation tallies once transferred to the quarterly report.
4. Complete Part B of the form in accordance with the definitions, and as instructed in Attachment 1 of this directive.
5. Submit the DSC Des Moines copy no later than 3 weeks after the end of the reporting period to:

Data Services Center
USDA-FSIS-AM-AISD
210 Walnut Street Room 791
Des Moines, IA 50309

6. File the Inspector copy in the inspector's office.
7. Return the Plant Management copy to the official establishment.
8. Notify Circuit Supervisor of noncompliance by the official establishment in the event that the completed form is not returned within the timeframe prescribed in B.2 above.

/s/Wilson Horne

Deputy Administrator
Inspection Operations

Attachment (FSIS Form 7010-4)